



**COUNTY OF PLACER**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
CLARK L. MOOTS  
Director of Administrative Services  
**Procurement Services Division**  
2964 Richardson Drive, Auburn, CA 95603  
Phone: 530-889-7776

June 25, 2009

**RFP No. 9903**  
**Residential Treatment (CRT)**  
**and**  
**Psychiatric Health Facility (PHF) Services**  
**Addendum No. 1**

A pre-proposal conference was held on June 12, 2009 to provide interested firms with an opportunity to seek clarification or gain additional information on the services described in the RFP. Attendees posed questions to County staff to seek clarification on the requirements of this RFP. Because the responses may be beneficial to all prospective proposers, the answers are hereby provided as an addendum. In cases where this addendum may conflict with the original RFP, this addendum shall prevail.

The Attendance Sheet from the Pre-Proposal Conference is available as a separate document posted on Procurement's website.

The following comments were announced to the meeting attendees:

	GENERAL INFORMATION
A.	The Crisis Residential Treatment (CRT) program that was previously operated by the County closed a few weeks ago.
B.	The current length of stay in the Psychiatric Health Facility (PHF) is 6-7 days.
C.	The County's lease for the building at Cirby Hills will expire on August 31, 2010. Responses to this RFP will assist the County in determining whether it would be more advantageous to negotiate a new lease for the existing facility, or to relocate the CRT and/or PHF programs.

	QUESTION	ANSWER
1.	What is the County's current cost for leasing the Cirby Hills facility?	The lease cost for both the CRT and PHF wings of the facility totals \$260,000 annually. This does not include utilities or other cost such as custodial service, maintenance, or repairs. Lease costs for the entire facility totals \$792,000 annually, including the CRT, PHF, and space for County staff.
2.	What is the overall size of the Cirby Hills building?	Total space at this facility is 54,600 square feet.
3.	What furnishings are available to operate the CRT?	All current furnishings will be made available to the new operator. The County is compiling an inventory of the equipment and furnishings, as well as a list of repairs that will be required to re-open the CRT.

	QUESTION	ANSWER
4.	What are the options for food service in the current facility?	The CRT has a small kitchen area with conventional-style appliances. The previous CRT residents were encouraged to assist with some of the food preparation. The facility also has a large commercial kitchen that is essentially unused, except for food storage. Food service for the PHF is provided by a contractor who delivers meals that have been prepared in another location (similar to an airline-style meal vendor).
5.	How much space is currently utilized by County staff?	Some unused patient rooms are being utilized as offices by County staff, usually 2 or 3 per office, except for supervisors. There are also 4 interview rooms.  Throughout the entire facility, a total of 62 offices are used for approximately 93 employees.
6.	Will the contractor(s) awarded this RFP be responsible for transporting patients? If so, how often, and for what reasons?	The contractor awarded the PHF contract will be required to perform discharge planning and will be required to provide transportation in connection with that task. The contractor awarded the CRT contract will be required to provide transportation for clients to medical appointments, usually to the County clinic in Auburn.
7.	Will the contractor be responsible for providing pharmaceuticals for patients?	Yes, for CRT and for PHF
8.	What about medical staff?	The contractor(s) will provide all professional staff for the CRT or PHF program, including psychiatrists, nurse practitioners, etc. Proposers must identify the number and type of staff proposed, including proposed staffing schedules.  The County will provide approx. 1.5 FTE medical providers for the PHF program, in addition to the County's Medical Director.  No County staff will be assigned to the CRT.
9.	Does the County perform the History and Physical care with County staff or contractors? What are those costs?	The County currently contracts with two physicians for H&P care. The rates are:  a. \$116 per Initial Physical Assessment and Medical History b. \$42 per follow-up medical consultation c. \$200 per day for weekend or County holiday on-call coverage

	QUESTION	ANSWER
10.	<b>Asked after the pre-proposal conference:</b> Should we be using the County’s current lease amount in our cost proposal if we plan to use the existing space?	Yes. Be sure your proposal is very clear in this regard, and itemize the lease costs for the facility separate from your program costs.
11.	<b>Asked after the pre-proposal conference:</b> What are the number of psychiatrist hours required for the CRT and PHF respectively, and what is the current rate paid for those providers?	Coverage for the PHF requires 1.5 FTE, Monday through Friday. Weekend coverage is provided by the on-call psychiatrist for admission, discharges, and review of clients needing medication adjustment or changes. Holiday coverage involves rounds and admissions, approximately 8 hours duration, by one psychiatrist.  Coverage for the CRT was approximately 6-8 hours per week.  See answer to Item 9 for rates.
12.	<b>Asked after the pre-proposal conference:</b> If we propose to use the County psychiatrist, should we include those costs in our proposal?	Yes. Be sure your proposal is very clear in this regard, and itemize the costs accordingly.

The deadline for responding to this RFP remains: **July 7, 2009 - 5:00 pm**

With the exception of the above noted items, all other requirements, terms, and conditions of this RFP remain in full force and effect.

Formal acknowledgement of this addendum is not necessary; however, your proposal shall consider and/or address the issues addressed herein.

Direct all questions regarding this RFP to:

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